Zinn Education Project
Manager of Communications and Development
(Full-Time, Exempt)

Description

The Zinn Education Project (coordinated by Rethinking Schools and Teaching for Change) seeks to hire a staff person for a new full-time position to manage communications and fundraising.

This person will report to the Zinn Education Project (ZEP) co-directors, meet regularly with the leadership team, and supervise the full-time Communications Associate and part-time Social Media Specialist. This is a new position, taking on tasks that largely have been handled to date by the Teaching for Change executive director.

The primary responsibilities are:

- Coordinate the production of all public communications including weekly newsletters, news posts, fund appeals, and social media content.

- Document and share testimonials from teachers who use lessons at the ZEP site and also donors and supporters of note about the value and impact of ZEP.

- Develop and implement a national and regional media strategy for new lessons, reports, campaigns, programs (such as Prentiss Charney Fellowship selection), and resources related to current events.

- Keep donors informed of ZEP activities and impact throughout the year, with dedicated correspondence for major donors.
● Plan fundraising events (online and in-person) and campaigns (Giving Tuesday, annual appeals, and in response to key events).

● Prepare for ZEP presence and participation in national conferences and workshops.

● Produce print materials including bookmarks, sample lesson booklets, and postcards.

**Required Experience**

● Minimum three years in the progressive non-profit sector, with preference for communication, marketing, or digital media experience.

● Knowledge of K-12 social justice education and people’s history.

● Creative and strategic thinker with strong problem-solving skills.

● Experience in supervision.

● Exceptional written and verbal communication skills, including proofreading.

● Working knowledge of design principles for digital and print materials.

● Respectful of diverse work styles and approaches.

● Ability to work a flexible schedule, including some extended workdays, evenings, and weekends.

● Preferably able to work in person in Washington, DC, with remote work also considered.

**What We Offer**

**Salary & Benefits**
• Full individual healthcare
• Annual leave and 12 paid holidays per year
• Employee access to pay for 403(b)
• The salary range for this position is $65K - $70K commensurate with experience

To apply

To apply, email employment@teachingforchange.org a thoughtful cover letter that includes why you are interested in working with Teaching for Change and a resume. Please include in the subject line the position for which you are applying.